

## **Nursing Home Administrator – Provisional License**

### **Documentation Required for Licensure**

- ☐ Application and fee (\$120). **All application fees are nonrefundable.** To apply, do one of the following:
  1. Create an account, apply and pay online at:  
<https://ibpllicense.iowa.gov/PublicPortal/Iowa/IBPL/common/index.jsp>, OR
  2. Print, complete and return a paper application with a check or money order payable to the Iowa Board of Nursing Home Administrators:  
[http://www.idph.iowa.gov/Portals/1/userfiles/26/NHA%20Provisional%20a pp%20\(10\\_2015\).pdf](http://www.idph.iowa.gov/Portals/1/userfiles/26/NHA%20Provisional%20a pp%20(10_2015).pdf)
- ☐ Verification that the applicant meets the following minimum qualifications:
  - At least 18 years old.
  - Employed full time, no less than 32 hours a week to perform the duties of nursing home administrator.
  - Knowledgeable about the nursing home administrator's domains of practice including resident care; human resources; finance; physical environment; and leadership and management.
  - No history of unprofessional conduct or denial of or disciplinary action against a license to practice nursing home administration or any other profession by any lawful licensing authority.
  - Has not already served the lifetime maximum period of 12 calendar months in duration as a provisional nursing home administrator.